

POSITION DESCRIPTION

Job Title: Partnerships Manager
Reports to: Strategic Partnerships Director

INTRODUCTION

Conservation Volunteers Australia is a national, cause-based organization, established in 1982. We exist to make a difference – specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit* and the difference that we make is the sum of our on-ground and in-community impacts.

We are Australia's conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards. We provide our community with inspiration and opportunities to take action for nature in ways that are good for them and good for nature. We achieve this activation and deliver our purpose through five campaigns:

Greener Cities – Reconnecting people with nature in cities and towns

Revive – Reducing threats to sensitive aquatic and coastal environments

Green Links – Repairing habitats for expansion and movement of native wildlife and plants

Wild Futures – Helping species and places in special need

Future Stewards – Sharing our skills, knowledge and passion with learners of all ages

SUMMARY STATEMENT

The Partnerships Manager is responsible for developing, managing and fostering relationships between Conservation Volunteers Australia (CVA) and its corporate partners. The Partnerships Manager will work collaboratively with the Strategic Partnerships Director on national goals and relevant partnerships. Working within the Strategic Partnerships team this opportunity is ideal for an individual with experience in building and managing financially strong and mutually beneficial corporate relationships with a good understanding of developing and managing pipelines and a strong aptitude for partnership management, business development and account management. This role will focus on leveraging current relationships and developing a pipeline of new prospects and opportunities to build sustainable and meaningful partnerships that create value for both parties and allows CVA to achieve its purpose.

The ideal applicant will have experience developing corporate and/or government partnerships for non-profit organisations or will have similar private sector experience and be interested in transitioning their skills into the non-profit sector.

DUTIES

All CVA Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness of our organisation and its impacts through the promotion of CVA's purpose and our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale & motivation

- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour.

Income Generation

- Generate corporate (primarily) and government partnership revenue to meet annually agreed income targets
- Develop and implement strategies and tactics for identifying, cultivating, soliciting and stewarding a portfolio of partners.
- Complete reports as required on corporate partnerships
- Track and report on budgeted forecasts.
- Record and report on account management activity using Salesforce
- Develop proposals in collaboration with Campaign Directors to meet our mutual needs.
- Maximise broader fundraising opportunities including events and sponsorship.
- In consultation with the Strategic Partnerships Director, develop strategies to increase activity in areas such as workplace giving.

Relationship Management

- Support national goals and relevant partnerships.
- Manage and strategically build relationships within a portfolio of corporate and government partners
- Manage and retain existing partners.

Support the delivery of the Conservation Volunteers Strategy & the Partnerships Working Plan

Pipeline Development

- Maintain and grow an active pipeline of corporate and government prospects.
- Prepare and present proposals to potential partners, including other senior staff or the CEO.
- Build the new business and partnerships pipeline

Administration/Other

- Provide reports to the Strategic Partnerships Director
- Update the CRM system and website, ensuring confidentiality of data
- Regular reporting in line with Standard Operating Procedures
- General office administration duties
- Other duties as directed

ESSENTIAL QUALIFICATIONS & ATTRIBUTES

- Well-developed communication skills, both written and verbal, and an aptitude for public speaking
- Excellent computer skills
- A passion for conservation and the environment
- An enthusiastic individual possessing a mature approach and the style, stature, leadership and diplomacy required to work effectively with senior staff, volunteers and corporate partners

KEY PERFORMANCE INDICATORS

- Reports and proposals are written and submitted in a timely manner
- New high value partnerships secured
- Existing partnerships renewed
- Stakeholder appraisal results (internal and external) are positive
- Salesforce is used to report on partnership status including opportunities, target performance and relationships with existing partners

KEY SELECTION CRITERIA

- Experience with proven expertise in account management and corporate partnerships management.

- Experience in working with local and state governments ideal but not essential
- Demonstrated experience in planning and delivering all aspects of relationship management
- Past success preparing and presenting proposals for corporates and government, and securing funding
- Experience developing and managing a pipeline of prospective partners
- Excellent interpersonal skills, including persuasive abilities, effective listening, diplomacy and tact, team-playing with demonstrated success in dealing with corporates
- Equal ability to work independently and to operate efficiently and effectively within a collaborative team environment.
- Experience using Salesforce or other customer relationship management platforms

RESPONSIBILITY & ACCOUNTABILITY

The Partnerships Manager is directly accountable to the Strategic Partnerships Director.

FINANCIAL DELEGATION AUTHORITY

The Partnerships Manager has a Grade 5 financial delegation in the Positioning and Partnerships team.

WORKING CONDITIONS

The position will require travel to project locations.

Some out of hours work is expected in this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, 10% superannuation, 17.5% annual leave loading and the option to salary package will be offered. A mobile telephone may also be provided for business purposes.

OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisations is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.